

SHARED VISION ADVISORY COMMITTEE – TERMS OF REFERENCE

Intent Council has led the development of a Shared Vision for Cairns. The Shared Vision sets out a vision for the future of Cairns that will deliver economic prosperity and improved liveability for the community of Cairns both today, and into the future. The Shared Vision will provide a foundation from which to advocate to State and Federal Governments on the policy and investment required to realise the vision. It is also expected to provide a foundation from which to negotiate a City Deal for Cairns. Council wishes to engage with key stakeholders regarding the further development of the Shared Vision and its implementation.

Scope The Shared Vision Advisory Committee, referred to hereafter as the Advisory Committee, will provide advice, advocacy, feedback and recommendations to Council and Council officers in relation to further development and implementation of the Shared Vision.

OBJECTIVES

The Advisory Committee will assist Council and provide a vital communication link between Council and key stakeholders relevant to the development and implementation of the Shared Vision for Cairns. As a result, Council will be better informed of the aspirations and expectations of key stakeholders with respect to the Shared Vision. It is also expected that the Advisory Committee will support Council led advocacy initiatives arising from the Shared Vision.

RESPONSIBILITIES

The primary responsibilities of this Advisory Committee are:

- Provide local knowledge and advice to Council on the development of the Shared Vision and updates to it on an ongoing basis.
- Provide advice to Council on proposed advocacy initiatives and priorities relevant to the Shared Vision.
- Act as a communication link between Council and key stakeholders.
- Where considered appropriate, support and participate in advocacy initiatives led by the Council relating to the Shared Vision and projects and initiatives included therein.
- Champion the shared vision in the wider community.

MEMBERSHIP

Membership of the Advisory Committee is voluntary in capacity and no reward or remuneration is permissible. Council may, from time to time, also engage an external consultant/s to provide advice in relation to the Shared Vision. Whilst not members of the Advisory Committee, such consultants may be requested to attend and provide input and advice at Advisory Committee meetings. Where this is the case, the consultant would be remunerated in accordance with the commercial terms and conditions agreed between Council and the consultant and in accordance with Council's procurement policies.

Membership of the Advisory Committee will be as follows:

- Between five and 15 external stakeholder representatives
- Mayor, Deputy Mayor and CEO of Cairns Regional Council

Relevant Council Officers will support the activities of the Advisory Committee including preparation of reports and attendance at Advisory Committee meetings.

APPOINTMENT OF CHAIR

The Mayor will be the Advisory Committee Chair. The Chair will be empowered by Council to ensure the good order and conduct of the Advisory Committee meetings.

TERMS OF MEMBERSHIP

Appointment of members

Council shall appoint Advisory Committee members based on their skills, expertise, knowledge and abilities. Appointments will be made by Council's CEO in consultation with the Mayor. It is important that the membership as a whole, has sufficient breadth of experience and skills to advise Council on the Shared Vision.

Advisory Committee members are required to act impartially and represent the interests of the broader community or their particular agency/sector above their personal interests. Whilst members have a role in providing specific sector or interest group opinions, the Advisory Committee must, on balance, strive to represent the needs and aspirations of the whole community.

Term of Membership

Advisory Committee membership will be for the balance of the term of the current Council, unless changed by Council resolution during this period. Council retains the right to appoint additional members should the need arise during the term of Council or private persons to participate for short periods of time either as members or advisors. Such appointments will be made by Council's CEO in consultation with the Mayor.

MEETING PROCEDURE

Quorum

A quorum will consist of half of the total membership of the Advisory Committee plus one. Should the Chair be absent, Council's Deputy Mayor will preside as Chair at the relevant meeting.

Council's CEO or delegate will have the function and responsibility of the preparation of meeting agendas and minutes. Council is committed to sustainability and as such this Advisory Committee will operate in an environmentally sustainable manner.

Frequency and Location

Members are required to demonstrate due diligence by their preparation for, attendance at and participation in Advisory Committee meetings. Meetings shall be held bi-annually with special meetings to also be held between the regular bi-annual intervals as and when required. Special meetings of the Advisory Committee may be convened at the request of the Chair. Council officers may also seek advice and input from Advisory Committee members between meetings on an informal basis.

Agenda Distribution

Advisory Committee meeting agendas will be issued electronically (by email) five business days in advance of the Advisory Committee meeting.

CONFLICT OF INTEREST

Should any conflict of interest arise, it is the obligation of the Advisory Committee member to declare that conflict and act accordingly or as directed by Council's CEO or in the absence of Council's CEO, another Council Officer represented on the Advisory Committee.

AUTHORITY

As the Advisory Committee's role and responsibility is limited to advice, advocacy and communication, there are no formal voting rights and members must respect and abide by any subsequent decision of Council arising out of the Advisory Committee endorsed minutes.

The Advisory Committee or its members have no authority over Council staff and should not get involved in day to day operational issues of Council and may not direct staff in any matter or action. All members of the Advisory Committee have access to the Chair so that emergent matters can be tabled for consideration at Advisory Committee meetings in general business.

COUNCIL REPORTING

Council's CEO or delegate will ensure that (endorsed) minutes of the Advisory Committee meetings are tabled for Council consideration following each Advisory Committee meeting.

CONFIDENTIALITY

All matters discussed at Advisory Committee meetings together with all material provided to members of the Advisory Committee is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purposes of sector / community engagement.

All matters discussed by the Advisory Committee will be in accordance with the requirements of the *Information Privacy Act* and *Right to Information Act*. All communication with the media will be undertaken by Council unless otherwise approved by Council's CEO or delegate.

Advisory Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Advisory Committee or the matters of interest to the Advisory Committee without the authority of Council.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

Executive Project Officer

ADOPTED: 28/11/2018
DUE FOR REVISION: 28/11/2022
REVOKED/SUPERSEDED:



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John Andrejic
CHIEF EXECUTIVE OFFICER